

CLAY COUNTY BOARD OF COMMISSIONERS

Tuesday, May 13, 2014

8:30 a.m.

County Board Room – 3rd Floor – Courthouse

M I N U T E S

The Clay County Board of Commissioners met in regular session with Commissioners Campbell, Evert, Gross, and Weyland present. Commissioner Ingersoll was absent. County Administrator Brian C. Berg, Chief Assistant County Attorney Jenny Samarzja, and Senior Administrative Assistant Vicki Reek were also present.

APPROVAL OF AGENDA

On motion by Evert, seconded by Weyland, and unanimously carried, the agenda was approved as presented.

APPROVAL OF MEMORANDUM OF UNDERSTANDING WITH NORMANDALE COMMUNITY COLLEGE FOR PUBLIC HEALTH TO PROVIDE CLINICAL LEARNING EXPERIENCES FOR STUDENTS

By consent agenda, the Board approved a memorandum of understanding with Normandale Community College for Public Health to provide clinical learning experiences for students.

APPROVAL OF OUT-OF-STATE TRAVEL, PUBLIC HEALTH NURSE

By consent agenda, the Board approved out of state travel for a new Public Health Nurse to attend Nurse Family Partnership home visiting training in Denver, Colorado, June 9-13, 2014.

ACCEPT DONATIONS TO SHERIFF'S CANINE PROGRAM

By consent agenda, the Board accepted donations to the Sheriff's Canine Program from Joann Rueckert (\$20) and Randall's Excavating, Inc. (\$2000).

APPROVAL OF COUNTY ABATEMENTS

By consent agenda, the Board approved County abatement requests, payable 2014, as follows:

Patricia Borgen, parcel 30.007.2600, estimated tax reduction of \$1304 (parcel should have received special agricultural homestead).

Ryan & Jessica Krabbenhoft, parcel 10.027.3500, estimated tax reduction of \$230 (parcel should have received agricultural credit).

Matthew Krabbenhoft, parcel 06.009.0100, estimated tax reduction of \$2160 (parcel should have received special agricultural homestead).

APPROVAL OF APPLICATION FOR TEMPORARY ON-SALE LIQUOR LICENSE FOR HAWLEY WOMEN OF TODAY, MAY 31, 2014 (KASIN FARMS)

By consent agenda, the Board approved an application for a temporary on-sale liquor license for Hawley Women of Today, for an event May 31, 2014 (Kasin Farms).

CITIZENS TO BE HEARD

There were no citizens present who wished to address the Board.

APPROVE PAYMENT OF BILLS AND VOUCHERS

On motion by Gross, seconded by Weyland, and unanimously carried, the Board approved payment of the bills and vouchers.

REQUEST TO FILL DATABASE ADMINISTRATOR POSITION

Information Services Director Mark Sloan informed the Board that following the retirement of Cindy Strege, Database Administrator (.8 FTE), the description of the position was revised to include the most up-to-date technology, database practices, and business needs of the Information Services department. The position was re-evaluated by Human Resources, restored to 1.0 FTE, and placed on Grade 17.

On motion by Weyland, seconded by Evert, and unanimously carried, the Board approved filling the Database Administrator position, and to backfill if the position is filled from within the department.

AERIAL IMAGERY PRESENTATION

Information Services Director Mark Sloan provided a demonstration of new aerial photography which was conducted by MN Department of Natural Resources/MnGeo for Clay County and 17 other counties. The new photography is higher quality than the County has had in the past and grid coordinates have also been included for greater accuracy. Clay County will continue to use Farm Service Agency photos, as well as those conducted by MetroCOG of the metropolitan areas of Clay County.

SOLID WASTE UPDATE

Shannon Thompson, Outreach Educator, Solid Waste, reported on the recent electronics collections which have taken place in Barnesville, Moorhead and Hawley. A business electronics bulb collection program will take place next week.

APPROVAL TO APPLY FOR AN AMERICORPS VOLUNTEER FOR SOLID WASTE PROGRAM

On motion by Evert, seconded by Weyland, and unanimously carried, the Board adopted the following resolution agreeing to enter into a host site agreement should Clay County be selected to host an AmeriCorps volunteer for the Solid Waste program.

RESOLUTION 2014-28

WHEREAS, Clay County Solid Waste, has applied to host an AmeriCorps Member from the Minnesota GreenCorps, a program of the Minnesota Pollution Control Agency (MPCA), for the 2014-2015 program year; and

WHEREAS, if the MPCA selects Clay County Solid Waste for this program, the organization is committed to implementing the proposed project as described in the host site application, and in accordance with pre-scoped position description; and

WHEREAS, the MPCA requires that Clay County Solid Waste enter into a host site agreement with the MPCA that identifies the terms, conditions, roles, and responsibilities;

NOW, THEREFORE, BE IT RESOLVED THAT the Clay County Board of Commissioners hereby authorizes Clay County Solid Waste to enter into and sign a host site agreement with the MPCA to carry out the member activities specified therein and to comply with all the terms, conditions, and

matching provisions of the host site agreement and authorizes the Clay County Commission Chairman to sign the grant agreement on its behalf.

REQUEST TO FILL BUILDING MAINTENANCE SUPERVISOR POSITION

County Administrator Brian Berg informed the Board that the Building Maintenance Supervisor has resigned. He requested authorization to proceed with the hiring process to fill the position.

On motion by Weyland, seconded by Evert, and unanimously carried, the Board authorized advertisement to fill the Building Maintenance Supervisor position, and to backfill if the position is filled from within.

BID OPENING FOR BITUMINOUS PAVING PROJECT IN HAWLEY

County Engineer David Overbo opened sealed bids for the bituminous paving project in Hawley, as follows:

Central Specialties - \$96,051.85

Mark Sand & Gravel Co. - \$112,540.60

Northern Improvement - \$152,338.00

On motion by Weyland, seconded by Evert, and unanimously carried, the Board awarded the Bituminous Paving project to the apparent low bidder, Central Specialties, for their bid of \$96,051.85, contingent upon tabulation of the bids and the City of Hawley's approval (the project is funded 60/40 by the County/City of Hawley).

RECOMMENDATION TO APPROVE UTILITY PERMIT FOR GAS TRANSMISSION LINE FROM HAWLEY TO BARNESVILLE

County Engineer David Overbo informed the Board that Greater MN Gas has applied for a Utility Permit to place an 8" plastic gas transmission line within County Road right-of-way from north of Hawley to Barnesville. They are providing gas transmission services to Excel Energy who in turn will provide natural gas service to the City of Barnesville. This is a 36 mile project which will require staffing for permit approval and construction similar to that for the wind tower project. Mr. Overbo recommended approval of the Gas Utility Permit with a fee of \$5000 to account for actual time spent approving the proposed route, writing up Special Permit Provisions and periodic inspection during construction and post-construction inspection. Chief Assistant County Attorney Jenny Samarzja has reviewed and approved the proposed agreement.

On motion by Evert, seconded by Weyland, and unanimously carried, the Board approved the Utility Permit for the Greater MN Gas transmission line from Hawley to Barnesville, with a permit fee of \$5000.

APPROVAL TO SELL HIGHWAY DEPARTMENT EQUIPMENT

On motion by Gross, seconded by Evert, and unanimously carried, the Board authorized the County Engineer to advertise the sale of a 2004 GMC Sign Truck, via GovDeals on-line auction and/or Craigslist.

DISCUSSION/AWARD OF FAMILY SERVICE CENTER ELEVATOR PROJECT

On April 22, 2014 the County Board opened bids for renovation of the Family Service Center elevator. One bid (\$375,700) was submitted which included an option for a Deduct Alternate to retain the existing hoist machine and replace the hoist motor, for a reduction in the bid of \$44,179. At the May 6th meeting, the Board requested further information from Michael J. Burns Architects and/or the elevator company as to the wisdom of retaining this equipment. Ryan Siggerud, Michael J. Burns Architects, and Mr. Chip Harper and Mr. Dick Bruce representatives of Thyssen Krupp, were present to assure the Board that the existing equipment should last another 10-20 years with the refurbishment of the motors and changing to digital controls. In response to Commissioner Gross' question as to the cost for replacement when/if it is needed in the future, Mr. Harper estimated a cost of \$40,000, which will be covered by the service agreement. Mr. Siggerud indicated that the expected project completion date is January, 2015.

On motion by Gross, seconded by Weyland, and unanimously carried, the Board awarded the bid for the Family Service Center elevator refurbish project to Gast Construction (subcontractor Thyssen Krupp) with the Deduct Alternate, for a total of \$331,521.00.

COMMITTEE ATTENDANCE IN COMMISSIONER INGERSOLL'S ABSENCE

On motion by Weyland, seconded by Gross, and unanimously carried, the Board appointed Commissioner Evert to attend Adult Mental Health meetings and Commissioner Weyland to attend Moorhead Planning Commission meetings in Commissioner Ingersoll's absence. Payment of per diem was approved as well.

COMMITTEE REPORTS/COUNTY ADMINISTRATOR UPDATE

Commissioner Weyland attended the Recorder's Compliance meeting, Greater FM Economic Development Corporation annual meeting, and Commissioner's Day at the Veterans Service Office.

Commissioner Evert attended meetings of the Highway Tracking Committee, Lakes & Prairies Homeless Prevention, Greater FM Economic Development Corporation, Diversion Land Management, Historical & Cultural Society, and Commissioner's Day at the Veterans Service Office.

Commissioner Gross attended Commissioner's Day at the Veterans Service Office, Extension interviews, Drug Court, FM Council of Government meeting, Soil & Water Conservation District, and Dilworth City Council meeting. With respect to an inquiry regarding Clay County having Building Codes, Commissioner Evert indicated that the Planning Commission should address the issue.

Commissioner Campbell attended meetings of the Highway Tracking Committee, Diversion Authority, and the Commissioner's Day at the Veteran's Service Office.

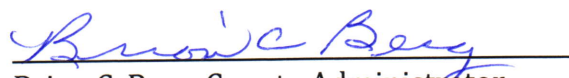
County Administrator Brian Berg reminded the Board of the AMC District IV meeting June 6th in Wheaton, and provided an update of the Motor Vehicle remodeling project.

ADJOURN

The meeting adjourned at 9:40 a.m.



Kevin L. Campbell, Chair
Clay County Board of Commissioners



Brian C. Berg, County Administrator